

# Memorandum

Subject: FY 2000-2001 ALTERNATIVE EDUCATION FOR  
SYSTEMS OFFICERS- A PILOT PROGRAM

Date: 20 May 2000  
1420

Reply to: G-SRF  
Attn. of: LCDR J. STEVENS  
7-1369

From: G-SR

To: G-WT

Ref: (a) CG Advanced Education Program, COMDTINST 1524.1

1. I request your assistance in piloting an alternative advanced education program to meet the emergent program and mission needs in the C4 (Command, Control, Communications, Computers) officer community. Presently, the supply of officers from all accession sources combined with the graduates from the Coast Guard's full time advanced education programs in the C4 professional areas can not meet the growing demand for technically competent electrical and communications engineers or information technology managers. Encl (1) shows the rapid growth of C4 billets in recent years. In this proposal, I will identify the best use of our training and education resources to mitigate this growing gap. For FY 2000, I propose to reprogram existing funds in the AFC-56 sub-account for C4 advanced education programs. For FY 2001, a similar reprogramming could occur if G-WTT does not set aside a portion of the AFC-56 funds for Alternative Education programs (as they offer considerable savings over existing full time programs).
2. The goal of this program is to assist the Coast Guard in performing in accordance with established policies which were first promulgated in 1997 via Ref (a). Specifically, it is Coast Guard policy to:
  - a. Fund advanced education for active duty personnel required to fill service requirements for validated positions.
  - b. Provide active duty personnel advanced education in sufficient numbers and disciplines to accomplish Coast Guard missions.
3. The C4 Program Manager, in accordance with duties outlined in Ref (a), has determined which billets allow the incumbent to pursue an alternative education program of instruction to meet advanced education requirements. In addition, the education level of officers assigned to C4 billets was compiled by the Program Manager. The greatest target of opportunity for the Coast Guard is to allocate "Alternative Advanced Education Vouchers" to junior officers whose degree level or major does not match the specified degree level and/or major of the validated billet. Table 1 in Encl (1) contains a breakdown of several categories for prioritization consideration.

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4. Background. Ref (a) established the Coast Guard's Alternative Advanced Education Program. In 1997, this program came from a study group of Headquarters Program Managers led by Commandant (G-WT), who developed a methodology for validating the educational requirements for billets. They reported that about 90% of the cost of current advanced education programs is comprised of salaries and personnel support costs, while only about 10% of the total expenditures are tuition and other education related expenses. Alternative Advanced Education does not require the consumption of a Training Allowance Billet (TAB), however tuition is paid by the Coast Guard. These programs of instruction include nontraditional and nonresident means to obtain an advanced degree and enable members to attend school while performing their usual military duties.
5. The proposed target for FY 2000 is 20 officers. The initial selection will be for a 6-month program using FY 2000 funds. For FY 2001, members may submit an updated request for an extension of their participation in the program, conditional on funds availability, for a period not to exceed 24 months. The member shall agree to remain on active duty following completion of the program (or after disenrolling from the program if benefits were used), for a period equal to 12 months. This obligation is discharged concurrently with any other service obligation that the officer may have already incurred. This agreement would not obligate the Coast Guard to retain a member on active duty.
6. The sponsoring program, COMDT (G-SC), will provide approved slates which include: name, rank, SSN, BCN, unit, billet title, member's current degree level and major, billet degree level and major/specialty, work phone, home phone and email address to CGPC (opm-1) , COMDT (G-WT), and TQC.
7. This program will be planned and coordinated each year in conjunction with the Coast Guard's Advanced Education Peer Group. The Coast Guard is competing with industry to attract and retain members in technical specialties. This is one way we can endeavor to keep experienced Coast Guard technical people.
8. I request your immediate attention to this issue, as the funding allocation deadlines for FY 2000 may impact the successful rollout of this pilot program. My G-SRF staff point of contact for these efforts is LCDR Jan Stevens, 7-1369.

P. J. GLAHE

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Encl: (1) Table 1. Alternative Advanced Education Program Prioritization Guide  
(2) Application for Alternative Advanced Education Form  
(3) Solicitation for Alternative Education Voucher (AEV) Pilot Program

Copy: CGPC  
G-WP-1  
G-WTT

## C4 Officers Billets...A Growing Trend

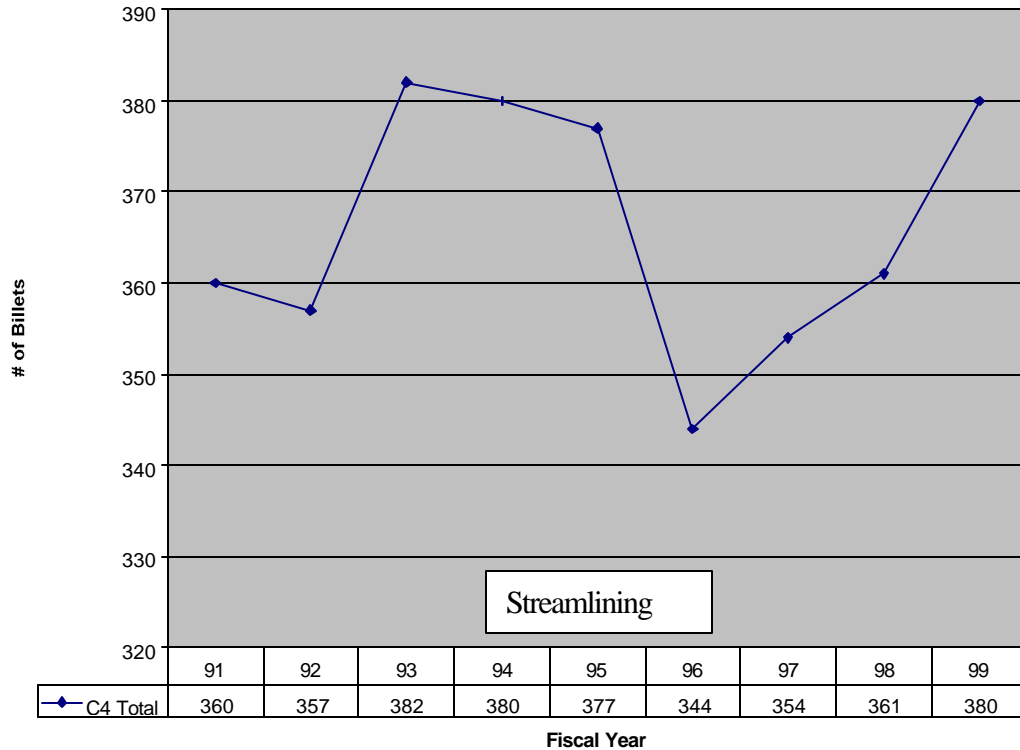


TABLE I. Alternative Advanced Education Program Prioritization Guide

PRIORITY LEVEL*	Member's academic <b>degree level is below</b> the degree level of the validated billet.	Members academic <b>major is not related</b> to the major required in the validated billet. **	Member has <b>not</b> received CG funding (excluding Tuition Assistance) for advanced education since commissioning.
1	X	X	X
	X		X
2		X	X
3	X		
		X	

\* The Priority Level listed here is a guide. The command endorsement and sponsoring program's priorities for meeting mission critical requirements will be given consideration in allocating limited resources of this program to the emergent needs.

\*\* Academic programs for C4 include these and other related majors: Electrical Engineering, Information Systems Technology, Computer Technology, Telecommunications Engineering, Computer Science, Electronics Technology, Systems Engineering, Command and Control Engineering, or Software Engineering.

FM COMDT COGARD WASHINGTON DC//G-WT//  
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ALCOAST \_\_\_\_/2000  
COMDTNOTE 1524

SUBJ: ALTERNATIVE ADVANCED EDUCATION VOUCHER (AAEV) PILOT PROGRAM FOR C4I OFFICERS, APPLICATION DEADLINE AND PROCEDURES

A. COAST GUARD ADVANCED EDUCATION PROGRAM, COMDTINST 1524.1

1. THE AAEV PROGRAM DIRECTLY SUPPORTS THE COMMANDANT'S VISION FOR OFFICER EDUCATION, PROVIDING INCREASED OPPORTUNITY AND INCENTIVE FOR MEMBERS TO OBTAIN ADVANCED EDUCATION DURING OFF-DUTY HOURS. THIS MESSAGE PROVIDES DETAILS ON THE ALTERNATIVE EDUCATION VOUCHER PILOT PROGRAM FOR C4I OFFICERS WITH APPLICATION PROCEDURES FOR FY 2000. THIS PILOT PROGRAM IS BEING EVALUATED FOR APPLICATION TO OTHER PROGRAMS AND WORKFORCE COMMUNITIES, INCLUDING OFFICERS, CIVILIANS AND ENLISTED MEMBERS.
2. THE AAEV PROGRAM PROVIDES UP TO 8,000 DOLLARS FOR UP TO TWO YEARS OF OFF-DUTY GRADUATE OR UNDERGRADUATE EDUCATION FOR SELECTED JUNIOR OFFICERS. ELIGIBLE OFFICERS ARE THOSE PRESENTLY ASSIGNED TO BILLETS CODED WITH 22, 26, 58, AND 74 EXPERIENCE INDICATORS. ELIGIBILITY IS OPEN TO O-1 THROUGH O-4 ACTIVE-DUTY OFFICERS FROM THE C4I COMMUNITY WITH DEMONSTRATED SUPERIOR PERFORMANCE AND UPWARD CAREER MOBILITY. APPLICANTS SHOULD BE TRANSFERRING TO, OR CURRENTLY ASSIGNED TO C4 BILLETS. FACTORS CONSIDERED IN THE SELECTION INCLUDE, BUT ARE NOT LIMITED TO: THE DEGREE AND ACADEMIC MAJOR REQUIRED IN THE BILLET, THE DEGREE AND MAJOR ACHIEVED BY THE OFFICER, THE COMMANDING OFFICER'S ENDORSEMENT AND WHETHER THE OFFICER HAS RECEIVED COAST GUARD FUNDING FOR ADVANCED EDUCATION SINCE COMMISSIONING. OFFICERS CURRENTLY ENROLLED IN A QUALIFYING ACADEMIC DEGREE PROGRAM USING TUITION ASSISTANCE, ANY OTHER FINANCIAL ASSISTANCE PROGRAMS, OR PAYING PRIVATELY ARE ELIGIBLE TO APPLY FOR THE AAEV PROGRAM, HOWEVER ARE NOT ELIGIBLE FOR REIMBURSEMENT OF ANY PREVIOUSLY PAID EDUCATIONAL EXPENSES. MEMBER'S ACADEMIC PERFORMANCE MUST MEET ESTABLISHED GUIDELINES IN THE TUITION ASSISTANCE PROGRAM TO QUALIFY FOR COAST GUARD PAYMENT.
3. THE AAEV PROGRAM IS DESIGNED TO COVER 100 PERCENT OF A SELECTED OFFICER'S ADVANCED EDUCATION COST (TUITION, BOOKS AND REGISTRATION/APPLICATION FEES) UP TO A MAXIMUM OF 4,000 DOLLARS PER YEAR FOR UP TO 24 MONTHS FROM THE TIME OF ENROLLMENT, NOT TO EXCEED 8,000 DOLLARS FOR THE ENTIRE PROGRAM. CERTAIN RESTRICTIONS APPLY ON BOOKS AND FEES COVERED. FOR THE PURPOSES OF THE PILOT PROGRAM, THE FUNDING WILL BE LIMITED TO \$2,000 PER OFFICER DURING THE PILOT PERIOD WHICH MUST BE EXPENDED WITHIN FISCAL YEAR 2000 DEADLINES. THERE ARE 20 PLANNED QUOTAS FOR FY 2000. PENDING FUNDS AVAILABILITY AND THE SUCCESSFUL IMPLEMENTATION OF THE PILOT PROGRAM. SOME FY 2001 QUOTAS MAY BE AVAILABLE TO EXTEND A NUMBER OF PILOT PROGRAM MEMBERS AND/OR SELECT NEW MEMBERS FOR ADDITIONAL TIME NOT TO EXCEED 24 MONTHS.
4. AAEV FUNDING IS AUTHORIZED FOR COAST GUARD RELEVANT UNDERGRADUATE AND MASTER'S DEGREE COURSES/PROGRAMS WHICH MEET THE REQUIREMENTS OF AT LEAST ONE APPROVED CG SUBSPECIALTY (ELECTRONICS/ELECTRICAL ENGINEERING, TELECOMMUNICATIONS, COMPUTER AND INFORMATION SYSTEMS) AS VERIFIED BY THE C4 PROGRAM MANAGER. APPROVAL MAY BE GRANTED FOR DEGREES EARNED AT EDUCATIONAL INSTITUTIONS ACCREDITED BY A REGIONAL ACCREDITING AGENCY RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION. INSTITUTIONS PROVIDING COURSES OF STUDY BY DISTANCE LEARNING OR OTHER "NON-TRADITIONAL" MEANS MUST MEET THESE SAME REQUIREMENTS. FURTHER QUESTIONS REGARDING QUALIFYING PROGRAMS SHOULD BE DIRECTED TO THE C4 PROGRAM OFFICE VIA POC LISTED BELOW.

5. THE TRAINING QUOTA MANAGEMENT CENTER (TQC) WILL ADMINISTER PAYMENTS ASSOCIATED WITH THE AAEV PROGRAM USING PROCEDURES SIMILAR TO THOSE CURRENTLY USED FOR THE TUITION ASSISTANCE PROGRAM. FUNDING GUIDANCE WILL BE PROVIDED TO THOSE OFFICERS SELECTED FOR THE AAEV PROGRAM.
  6. OFFICERS USING AAEV BENEFITS SHALL AGREE TO REMAIN ON ACTIVE DUTY FOLLOWING COMPLETION OF THE PROGRAM (OR AFTER DISENROLLING FROM THE PROGRAM IF BENEFITS WERE USED) FOR A PERIOD OF TWELVE MONTHS. THIS OBLIGATION IS DISCHARGED CONCURRENTLY WITH ANY OTHER SERVICE OBLIGATION ALREADY INCURRED. THIS AGREEMENT DOES NOT OBLIGATE THE COAST GUARD TO RETAIN THE MEMBER ON ACTIVE DUTY.
  7. OFFICERS INTERESTED IN THE AAEV PROGRAM FOR FY 2000 SHOULD SUBMIT A WRITTEN REQUEST TO THE C4 PROGRAM OFFICE USING THE APPLICATION FOR ALTERNATIVE ADVANCED EDUCATION FORM, CG FORM 5651A. THIS FORM MAY BE DOWNLOADED FROM [HTTP://CGWEB.COMDT.USCG.MIL/G-SRF/ALTADVED2000APPLICATION.DOC](http://cgweb.comdt.uscg.mil/g-srf/altadved2000application.doc) VIA THE CG INTRANET. MEMBERS WHO CANNOT ACCESS THIS NEW FORM SHOULD CONTACT THE POC BELOW FOR ASSISTANCE. THE APPLICATION DEADLINE FOR THE AAEV PILOT PROGRAM IS 11 JUL 00. THE PROGRAM OFFICE WILL COLLATE REQUESTS FOR AAEV, REVIEW APPLICATIONS AND PROPOSE SLATES OF NOMINEES TO COMDT (G-SC) FOR FINAL APPROVAL. SELECTEES WILL BE NOTIFIED VIA MESSAGE NLT FOUR WEEKS AFTER APPLICATION DEADLINE. THE PROGRAM MANAGER WILL PROVIDE SELECTED OFFICERS ADDITIONAL INFORMATION AND GUIDANCE ON NECESSARY ACTION/PROCEDURES BY SEPARATE CORRESPONDENCE, INCLUDING HOW TO APPLY FOR AAEV FUNDS EACH TERM. THE PROGRAM MANAGER MUST PROVIDE WRITTEN APPROVAL FOR EACH SELECTEE'S SPECIFIC DEGREE PLAN BEFORE HE/SHE CAN USE AAEV BENEFITS.
  8. PENDING FUNDS AVAILABILITY AND RESULTS OF THE PILOT PROGRAM, APPLICATIONS WILL BE TAKEN AGAIN IN NOV 00.
  9. QUESTIONS REGARDING THE AAEV PROGRAM SHOULD BE DIRECTED TO THE C4 FORCE MANAGER, LCDR JAN STEVENS, 202-267-1369, JSTEVENS@COMDT.USCG.MIL.
  10. INTERNET RELEASE AUTHORIZED
  11. RELEASED BY RADM R. D. SIROIS, DIRECTOR OF RESERVE AND TRAINING
- BT  
NNNN

Message reviewed by G-SII: Chief Gudgel, 13 Jun 00

Drafted By: LCDR Jan Stevens

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Released By: RADM R. D. Sirois, G-WT, 13 Jun 00